

## Enclosure H

### Record Layouts

## Header Record Sent To/Received From The CPS

NOTE: For PIN mailer requests sent to CPS and the RAPP PIN/Print Notification file received from the CPS,  
 Field #s 10-14 will be blank  
 For Field #2 use value of 0109  
 For Field #3 use value of 7

Field #	Start	End	Length	Field Name	Valid Content	Justify
1	1	12	12	Header Record Identifier	CPS HEADER One blank position after CPS, and two blank positions after HEADER	Left
2	13	16	4	Data Record Length  Indicates length of the data records	4-digit numeric Right justified, zero filled	Right
3	17	17	1	Sent To CPS: Type of Data Transmitted  ----- Received From CPS: Filler	A = Initial Applications H = Corrections or Duplicate requests F = FDR Request S = Signature Corrections 7 = PIN Request  ----- For ED Use Only	Left
4	18	24	7	Destination Number  SAIG assigned when initial Enrollment form was processed	'TGXXXXX' where XXXXX is the 5-digit code for your destination point	Left
5	25	26	2	Filler	For ED Use Only	Left
6	27	34	8	Creation Date  Date the batch was created	Format is CCYYMMDD where CC = 20 YY = Year 01, 02, or 03 MM = Month 01-12 DD = Day 01-31	Left

### Header Record Sent To/Received From The CPS (Continued)

Field #	Start	End	Length	Field Name	Valid Content	Justify
7	35	40	6	Creation Time  Time the batch was created	Format is HHMMSS where HH = Hour 00-23 MM = Minute 00-59 SS = Second 00-59	Right
8	41	52	12	Filler	Blank	Left
9	53	56	4	Award Year  Current Academic Cycle	'0203' for 2002-2003	Right
10	57	79	23	Sent To CPS: Batch Number   ----- Received From CPS: Batch Number   ----- Both Sent To and Received From CPS for: <ul style="list-style-type: none"> <li>• Cycle Year</li> <li>• Federal School Code</li> <li>• Date</li> <li>• Time</li> </ul>	IF SENT, Batch Type: #A = Export Applications-Initial #C = Export Corrections/ Duplicates #F = Export FDR #S = Signature Corrections  ----- IF RECEIVED, ISIR Batch Type: #A = Electronic App #C = Correction/Duplicate #E = Automatic #F = Federal Data Requests #G = System Generated #I = Year To Date (YTD) #K = State Agency Non Resident #L = State Agency Resident #S = Signature Corrections  ----- Cycle Year: 3 = 2002-2003  ----- Federal School Code: X00000 to X99999 Valid characters for first position are 0, B, E, or G  ----- Date: Current date using the format CCYYMMDD  ----- Time: Current time using the format HHMMSS	Right

### Header Record Sent To/Received From The CPS (Continued)

Field #	Start	End	Length	Field Name	Valid Content	Justify
11	80	82	3	Filler	Blank	Left
12	83	84	2	Sent To CPS: ----- Received From CPS: Transaction Source Site Code  Indicates the origin of the transaction and the site location	----- 11 = Electronic App 31 = Electronic Correction 41 = FAFSA Express 51,54 = MDE Lawrence 52,53,55,56 = MDE Mt. Vernon 61 = FAFSA on the Web 62 = Renewal on the Web 63 = Corrections on the Web 64 = FAA Corrections on the Web 72 = CPS System Generated 73 = CPS NSLDS Post- Screening 74 = CPS FDR and YTD 75 = CPS Signature Correction 76 = CPS INS Secondary Confirmation 77 = CPS Prisoner Post- Screen 81 = PIC	Right
13	85	85	1	Filler	Blank	Left
14	86	N	N minus 85	Filler This filler space is appended to make the Header the same length as the longest record in the file	Blank  N = The length of the record found in the Data Record length field. (Field #2)	Left

## Type 2 Individual PIN Mailer Request Export and PIN Error Import Record Layout

(RADD03IN- Sent to CPS; EREP03OP- Received from CPS)

Field #	Start	End	Length	Field Name	Valid Content	Justify
1	1	7	7	Destination Point ID	TGXXXXXX, where 'XXXXXX' = destination ID	Left
2	8	8	1	Year Indicator	Always '3' for 2002-2003	Left
3	9	9	1	PIN Request Type	Always '2' for Selected individual requests	Left
4	10	10	1	Error Code Sent to CPS ----- Received from CPS	Blank  ----- 1 = Invalid destination point 2 = Destination not valid for participation 3 = No records found on Renewal Application database Blank = No error  <b>NOTE:</b> If record meets multiple Error Codes, the lowest number will be reported	Left
5	11	21	11	ID Field 1	Original SSN and Name ID Code	Left
6	22	22	1	ID Error Code 1 Sent to CPS ----- Received from CPS	Blank  ----- 1 = ID not flagged for Renewal Application 2 = ID and Federal School Code mismatch 4 = Duplicate request, record previously sent Blank = No error	Left
7	23	33	11	ID Field 2	Original SSN and Name ID Code	Left
8	34	34	1	ID Error Code 2	Same as ID Error Code 1	Left
9	35	45	11	ID Field 3	Original SSN and Name ID Code	Left
10	46	46	1	ID Error Code 3	Same as ID Error Code 1	Left
11	47	57	11	ID Field 4	Original SSN and Name ID Code	Left
12	58	58	1	ID Error Code 4	Same as ID Error Code 1	Left
13	59	69	11	ID Field 5	Original SSN and Name ID Code	Left
14	70	70	1	ID Error Code 5	Same as ID Error Code 1	Left

## Type 2 Individual PIN Mailer Request Export and PIN Error Import Record Layout (Continued)

(RADD03IN- Sent to CPS; EREP03OP- Received from CPS)

Field #	Start	End	Length	Field Name	Valid Content	Justify
15	71	76	6	Federal School Code	6-character number of participating Federal School Code	Left
16	77	77	1	Federal School Code Error Code Sent to CPS ----- Received from CPS	Blank ----- 3= Federal School Code invalid or not under this destination point Blank = No error	Left
17	78	79	2	Filler	For ED use only	Left
18	80	80	1	PIN Mailer Indicator	Y = Request the CPS to print and send PIN mailers to students	Left

## Type 2 Individual PIN Mailer Request Export and PIN Error Import Record Layout (Continued)

(RADD03IN- Sent to CPS; EREP03OP- Received from CPS)

Field #	Start	End	Length	Field Name	Valid Content	Justify
19	81	81	1	Format Error Code		Left
				Sent to CPS	Blank	
				-----		
				Received from CPS	A = Incorrect Destination ID (TGXXXXXX) on the network header/trailer records B = Incorrect message class on the network header/trailer records C = Incorrect data record length on CPS header/trailer records D = Incorrect Destination ID (TGXXXXXX) on the network header/trailer, CPS header/trailer, and Type 2 PIN detail records E = Incorrect award year on the CPS header/trailer records F = Incorrect year indicator G = Non-Type 2 request sent electronically via the SAIG H = Mismatch of type and record format I = PIN Request batch contains blank lines J = PIN Request batch contains error codes K = Empty PIN Request batch submitted L = PIN Request batch contains low values Example: Hex '00' M = Incorrect PIN mailer indicator Blank = No error	
20	82	109	28	Filler	For ED Use Only	Left
	<b>Total Bytes</b>	<b>109</b>				

# Trailer Record Sent To/Received From The CPS

**NOTE:** For PIN mailer requests sent to CPS and the RAPP PIN/Print Notification file received from the CPS,  
 Field #s 10-17 will be blank  
 For Field #2 use value of 0109  
 For Field #3 use value of 7  
 Ignore Field #17, the last byte for the PIN trailer is 109

Field #	Start	End	Length	Field Name	Valid Content	Justify
1	1	12	12	Trailer Record Identifier	CPS TRAILER One blank position after CPS and one blank position after TRAILER	Left
2	13	16	4	Data Record Length  Indicates length of the data records	4-digit numeric	Right
3	17	17	1	Sent To CPS: Type of Data Transmitted  ----- Received From CPS: Filler	A = Initial Applications H = Corrections or Duplicates S = Signature Corrections F = FDR Request 7 = PIN Request  ----- Blank	Left
4	18	24	7	Destination Number  SAIG assigned when initial Enrollment Form was processed	'TGXXXXXX' where XXXXX is the 5-digit code for your destination point	Left
5	25	32	8	Creation Date  Date the batch was created by CPS	Format is CCYYMMDD where CC = 20 YY = Year 01, 02, or 03 MM = Month 01-12 DD = Day 01-31	Left
6	33	38	6	Creation Time  Time the batch was created by CPS	Format is HHMMSS where HH = Hour 00-23 MM = Minute 00-59 SS = Second 00-59	Right
7	39	52	14	Filler	Blank	Left

### Trailer Record Sent To/Received From The CPS (Continued)

Field #	Start	End	Length	Field Name	Valid Content	Justify
8	53	56	4	Award Year  Current Academic Cycle	'0203' for 2002-2003	Right
9	57	61	5	Total Number of Student Records in this batch  Number of Students for which you will receive an ISIR or a reject	00000 to 99999  This count includes all records originally included in this batch, including those imported as error files.	Right
10	62	84	23	Batch Number	Same as in the Header Record	Right
11	85	85	1	Filler	Blank	Left
12	86	87	2	Sent To CPS: ----- Received From CPS: Transaction Source Site Code  Indicates the origin of the transaction and the site location	Blank ----- 11 = Electronic App 31 = Electronic Correction 41 = FAFSA Express 51,54 = MDE Lawrence 52,53,55,56 = MDE Mt. Vernon 61 = FAFSA on the Web 62 = Renewal on the Web 63 = Corrections on the Web 64 = FAA Corrections on the Web 72 = CPS System Generated 73 = CPS NSLDS Post-Screening 74 = CPS FDR and YTD 75 = CPS Signature Correction 76 = CPS INS Secondary Confirmation 77 = CPS Prisoner Post-Screen 81 = PIC	Right

### Trailer Record Sent To/Received From The CPS (Continued)

Field #	Start	End	Length	Field Name	Valid Content	Justify
13	88	94	7	Sent To CPS: Filler ----- Received From CPS: Accepted Student Record Count (Count of student records within this batch being added to the database)	Blank ----- 0000001 to 9999999	Right
14	95	101	7	Sent To CPS: Filler ----- Received From CPS: Error Record Count (Count of student records within this batch which are in error and will be imported as error files)	Blank ----- 0000001 to 9999999	Right
15	102	108	7	Sent To CPS: Filler ----- Received From CPS: Not On Database Count (Count of student records not on the CPS database). These records are also included in the count for error records	Blank ----- 0000001 to 9999999	Right
16	109	109	1	Sent To CPS: Filler ----- Received From CPS: Batch Indicator	Blank ----- Y = Accepted N = Rejected Must be non-blank	Left
17	110	N	N minus 109	Filler  This filler space is appended to make the Trailer the same length as the longest record in the file	Blank  N = The length of the record found in the Data Record Length field. (Field #2)	Left

## RAPP PIN/Print Notification Layout (RADD03OP)

Field #	Start	End	Length	Field Name	Valid Content	Justify / Signed
1	1	9	9	Original Social Security Number  The student's original SSN as initially processed by the CPS	001010001 to 999999999	Right
2	10	11	2	Original Name ID  First two letters of the last name as they were on the initial application, regardless of any corrections to the last name	Uppercase A to Z Space(s) . (period) ' (apostrophe) - (dash) Blank	Left
3	12	27	16	Student's Last Name	0 to 9 Uppercase A to Z Space(s) . (period) ' (apostrophe) - (dash) Blank	Left
4	28	39	12	Student's First Name	0 to 9 Uppercase A to Z Space(s) . (period) ' (apostrophe) - (dash) Blank	Left
5	40	40	1	Middle Initial	Uppercase A to Z Blank	Left

**RAPP PIN/Print Notification Layout (Continued)**  
**(RADD03OP)**

<b>Field #</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	<b>Field Name</b>	<b>Valid Content</b>	<b>Justify / Signed</b>
6	41	75	35	Permanent Mailing Address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) , (Comma) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) Blank	Left
7	76	91	16	Student's Permanent City	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) , (Comma) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s)	Left
8	92	93	2	Student's Permanent State	Uppercase A to Z Valid postal code See State / Country / Jurisdiction Table Blank	Left
9	94	98	5	Student's Permanent Zip Code	00000 to 99999 Blank	Right
10	99	106	8	Student's Date of Birth	Format is CCYYMMDD 19000101 to 19991231 Blank	Left
11	107	116	10	Student's Permanent Phone Number	0000000000 to 9999999999 Blank	Right

**RAPP PIN/Print Notification Layout (Continued)**  
**(RADD03OP)**

<b>Field #</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	<b>Field Name</b>	<b>Valid Content</b>	<b>Justify / Signed</b>
12	117	117	1	Print Indicator	Y = Student received Direct Print Paper Renewal FAFSA Blank	Left
13	118	118	1	PIN Indicator	Y = Student received PIN Blank	Left
14	119	168	50	Student E-mail address	See E-mail Address Valid Content Table	Left
15	169	172	4	Filler	For ED Use Only	Left
16	173	179	7	Destination Number	'TGXXXXXX' where XXXXX is the 5-digit code for your destination point	Left
17	180	185	6	Federal School Code	X00000 to X99999	Left
	<b>Total Bytes</b>	<b>185</b>				

## E-mail Address Valid Content Table

One and only one '@' at-sign allowed.

- |                   |  |
|-------------------|--|
| Before at-sign    | <ul style="list-style-type: none"><li>• at least one valid character</li><li>• all characters in the range of ASCII 33-126, except for the following twelve characters &lt; &gt; ( ) [ ] \ , ; : " @</li><li>• period '.' cannot be first, last or adjacent to another period</li></ul>  |
| After the at-sign | <ul style="list-style-type: none"><li>• at least one valid character</li><li>• only letters, digits, hyphen, underscore and period A-Z, a-z, 0-9, -, _, .</li><li>• first character must be letter or digit A-Z, a-z, 0-9 (i.e., cannot be hyphen, underscore or period)</li><li>• last character must be letter or digit A-Z, a-z, 0-9 (i.e., cannot be hyphen, underscore or period)</li><li>• period cannot be adjacent to another period</li></ul> |